

Executive Summary EPA-HQ-2018-006471

ISSUE/ACTION:

- What is the action? Freedom of Information Act Request (FOIA) EPA-HQ-2018-006471.
- What prompted this action/issue? A FOIA request was submitted through the Agency FOIAonline system, FOIAonline, on April 10, 2018, from Ms. Liz Charboneau of American Bridge 21st Century.
- Provide background/history of the action/issue? Ms. Charboneau is seeking a copy of Purchase Order EP-18-H-000054 and EP-G-17-H-00966, awarded to Acme Auto Leasing LLC and Advantage LLC. The appropriate redactions have been made to the respective purchase orders. Information pertaining to the unit prices (monthly lease payment and the excess mileage charge) is withheld.
- When is the action due and to whom? The FOIA due date is May 15, 2018.

The request was assigned to the Office of Administration and Resources Management (OARM) where the FOIA Liaison/FOIA Coordinator Kristina Sandfoss assigned it to OAM to provide a response. [Give a brief explanation of the source]

- Include as an attachment any related correspondence. Incoming FOIA request EPA-HQ-2018-006471, Executive Summary and a copy of the EP-G-17-H-00966. Purchase Order EP-18-H-000054 was released under the Environmental Protection Agency (EPA) FOIA Identification Number EPA-HQ-2018-006055. The FOIA requester was instructed to download the information from the aforementioned FOIA case number. [You may reference where it is in the package.]

ASSUMPTION(S):

- What are your assumptions and what is the logic behind them? The document is considered releasable. The peer review of the contract documents was performed by Mr. Kirk Marusak of the FOIA Team.

METHODOLOGY:

- What is your plan of action and methodology to resolve or address the action/issue? Releasable records will be uploaded into the Agency FOIAonline system so that the requester can retrieve the records.
- What is the impact on current Office of Acquisition Management (OAM) policy guidance? None. The plan is in line with the FOIA guidelines.
- What is the benefit or value of taking this action? OAM will be in compliance with FOIA guidance.

- Current Status of Issue/Action? Forwarded on May 8, 2018, for peer review. Upon the completion of Mr. Marusak's review, the FOIA case will then be forwarded to Division Director Raoul D. Scott, Jr., for signature.

STAKEHOLDER(S):

- Who are the stakeholders that are involved in this action/issue, i.e., OMB, Congressional, IG, GAO, etc? EPA FOIA Headquarter, Office of Acquisition Management (OAM), the Office of General Counsel, the contractor and the requester.
- Did you engage them in the action/issue, i.e., did they review the product, were there meetings held, etc.? NO. Please provide a spreadsheet to disposition all comments.

POINT OF CONTACT:

- Name of person and office
Mildred A. Jackson 202/564-4359 or [Please include an alternate]
Kirk Marusak, 202/564-4493

LIST OF ATTACHMENTS:

1. Response Letter EPA-HQ-2018-006471
2. Executive Summary EPA-HQ-2018-006471
3. Incoming FOIA Request EPA-HQ-2018-006471
4. Redacted copy of Purchase Order EP-G-17-H-00966